



**PARKS AND RECREATION COMMISSION
AGENDA**

Regular Meeting

Wednesday, October 19, 2016 • 6:30 p.m. • San Bruno City Hall, 567 El Camino Real – Room 115

WELCOME TO OUR COMMISSION MEETING: If you wish to speak on an item under discussion by the Commission and appearing on the agenda, you may do so upon receiving recognition from the Commission Chair. If you wish to speak on a matter not appearing on the agenda, you may do so during PUBLIC DISCUSSION. Please state your name and address; if you are representing an organization, please state the name of the organization. In compliance with American Disabilities Act, individuals requiring accommodations for this meeting should notify us 48 hours prior to meeting (616-7180).

Please note: Commission policy allows a maximum of three (3) minutes for individual comments.

1. CALL TO ORDER/ROLL CALL:

2. PLEDGE OF ALLEGIANCE:

3. APPROVAL OF THE AGENDA:

4. APPROVAL OF THE MINUTES: September 21, 2016

5. PUBLIC COMMENT ON ITEMS NOT ON AGENDA: (Note: Commission's policy is to refer matters raised in this forum to staff for investigation and/or action where appropriate. State Law, known as the "Brown Act", prohibits Commission from discussing or acting upon any matter that is not on the agenda. Non-agenda issues rose by members of the public or by the Commission may, at the discretion of the Commission, be scheduled for consideration at future meetings.)

6. NEW BUSINESS:

- a. Request from San Bruno Lowen Soccer for Use of Temporary Lights at Crestmoor Soccer Fields Annually During the Months of November and December
- b. Review and Develop Comments and Recommendations for City Council Consideration on the Florida Avenue Park Draft Master Plan
- c. Review of Parks and Recreation Commission 2015-16 Annual Report to City Council
- d. Cancellation of November and December 2016 Regular Meetings and Scheduling a Special Meeting on Wednesday, December 7, 2016

7. UNFINISHED BUSINESS:

None

8. ITEMS FROM STAFF

- a. Community Forums – October 26 and November 30, 2016

9. PUBLIC COMMENT ON ITEMS NOT ON AGENDA: (Note: Commission's policy is to refer matters raised in this forum to staff for investigation and/or action where appropriate. State Law, known as the "Brown Act", prohibits Commission from discussing or acting upon any matter that is not on the agenda. Non-agenda issues rose by members of the public or by the Commission may, at the discretion of the Commission, be scheduled for consideration at future meetings.)

10. ITEMS FROM MEMBERS AND SUBCOMMITTEE REPORTS:

- a. Subcommittee Updates (as needed)
 1. Adopt-a-Park Program (Palmer, Gonzales)
- b. Report from Commissioners

11. ADJOURNMENT



CITY OF SAN BRUNO

Community Services Department

MEETING MINUTES

**Parks and Recreation Commission
September 21, 2016**

1. **Call to Order/Roll Call:** Chair Palmer called the meeting of the Parks and Recreation Commission to order at 6:30 p.m. Commissioners Present: Chair Palmer, Vice Chair Davis, Gonzales, Greenberg, Melendrez, Nigel, Salazar, Zamattia and Youth Representative, Charlene Smith. Staff: Burns and Aker.
2. **PLEDGE OF ALLEGIANCE:** Commissioner Nigel led the Pledge of Allegiance.
3. **APPROVAL OF THE AGENDA:** **MSC Gonzales/Salazar** for approval of the agenda. Approved unanimously.
4. **APPROVAL OF MINUTES:** **MSC Nigel/Salazar** for approval of the minutes with the corrections. Approved unanimously. Commissioner Melendrez abstained.
5. **PUBLIC COMMENT:** None.
6. **CONSENT CALENDAR:** None.
7. **CONDUCT OF BUSINESS:**
 - a. Review and Develop Comments and Recommendations for City Council Consideration on the Earl-Glenview Draft Master Plan – Director Burns presented the draft Master Plan for the Earl-Glenview Park to the Parks and Recreation Commission for their review and said their comments and recommendations would be presented along with the Master Plan to the City Council on Tuesday, September 27, 2016 during their regularly scheduled meeting. She pointed out that the new park was significantly larger than the park that was there previously, with the east site of the park nearly 14,500 square feet and the west site approximately 5,700 square feet. The City Council through the Crestmoor Trust Fund has allocated \$1,750,000 for the design and construction of the park. The City hired consulting firm, MIG, to put together the Master Plan and to facilitate the community outreach meetings to get input from the Earl-Glenview community for the concept plans. They conducted three neighborhood meetings and all the meeting notes were posted on the City website in order to seek input from those who were unable to attend the meeting. Residents were also given the opportunity to send in their comments through the City website so that all those ideas were brought forward to draft three concept plans for the

park. Those three concept plans were presented during the last neighborhood meeting and voted on by the neighborhood. The preferred plan was concept plan number two and that was the one used to draft the final concept plan being presented to the Commission. Director Burns was asking the Commission to please give guidance on what she should convey in the staff report that will be given to the City Council on their behalf. Chair Palmer requested comments from the public present. **Charlie Gray, 1101 Claremont**, stated that he did not like the idea of a basketball court at the park because it would be a disruption to the neighbor who owns a house on the side where the sports court is being planned. He also said that he feels the park being designed for the younger children should be put on the lot further away from the street for safety reasons. **Brendan O'Conner, 1646 Claremont**, was there to advocate for safety especially for walls and fencing around the play areas. He also said wanted the basketball courts and liked the current concept for the layout of the parks and the center grass area. **Steve Blick, 1658 Claremont**, is happy with the design but wanted clarification on the fences around the park. Director Burns replied that they are planning a low fence around the play areas. **Joe Meyer, 441 Chestnut**, is concerned about the financial planning for the maintenance of the park. He stated that it will cost the City \$70,000 annually to maintain the new Earl-Glenview Park and that he would like to know where that money is coming from. He also stated that he feels the other 26 parks in the City are lacking in maintenance and wants the City to address those parks before building another one. Director Burns replied that two new parks workers will be hired in the current fiscal year to create a third crew for the maintenance of the parks. **Gary Georgie**, requested that if there was going to be a basketball court put into the new park, he would like it to be designed for smaller children and teenagers. **Carolyn Wilson, 1171 Fairmont**, wanted to advocate for a sports area to be designed for middle school and high school aged children so that those kids in the community are not left out. **Maria Barr, 1658 Concord Way**, stated that her main concern was the safety of the children in the park and thought it was a good idea to have a basketball area available for older kids so they don't have to go to other parts of the City. **Patty Blick, 1658 Claremont**, asked staff if there would be fences by the overlook near the canyon and would like to see one there because of the steep drop. Commissioner Nigel's personal recommendation is for no basketball court to be put in to the park because of the noise associated with basketball courts and that it has been an issue of concern in his past experience with park planning. Commissioner Davis expressed concern about the location of the sports court and asked for the Commission to consider moving it to the opposite side. Her motion was not seconded. **MSC Nigel/Melendrez** that the Parks and Recreation Commission recommend approval of the concept plan for the consolidated master plan as expressed on pages 17 and 18 for the Earl-Glenview Park with consideration for cost, maintenance, safety and, noise during the design process. The movement passed with a 7 to 1 vote. Commissioner Davis expressed that her no vote was not in opposition of the park or its elements but due to the fact that she would like to see the sports court moved from the west site to the east site of the park. Commissioner Salazar added that he would like it to be put on the record that the Commission had varying views on the amenities for adolescent aged children and the location of where they should be.

- b. Reconsideration of the Parks and Recreation Commission Televised Meeting Frequency from Twice Annually in April and October to April Only - Director Burns informed the Commission that the item had been put on the agenda at

their request to reconsider two annually televised meetings. Such a change would not require a bylaws amendment. Chair Palmer said he was in favor of not televising the October meeting because he doesn't feel they have a large audience and it would save the City some money because it wouldn't need to be produced for television. Commissioner Zamattia commented that her only concern was that in the October meeting the Commission gets a report of the activities during the summer from the Community Services Department including the summer camps. Chair Palmer responded that Community Services could provide that report in April so not only would the Commission still be informed but it would also help promote the upcoming summer. He also mentioned that the Community Recognition Award is given in April. Commissioner Zamattia responded that having that summer presentation in April would be beneficial. **MSC Gonzales/Salazar** to no longer televise the October Parks and Recreation Commission meeting. Approved unanimously.

- c. Update on Balance of Park In-Lieu Fee Fund – Director Burns told the Commission that the current balance of the Park In-Lieu Fee Fund is \$8,831. She also mentioned that there are a few projects coming up in the City that will increase the fund and that she will keep the Commission informed as they are developed. Commissioner Gonzales asked if the fees are only for residential developments and Director Burns confirmed that it did not include commercial developments. Commissioner Salazar requested to see how money was generated from The Crossing development and Director Burns responded that she would get them that information to the Commission.

8. UNFINISHED BUSINESS:

- a. Status on the Delivery of the New City Park Restrooms and Recreation Center/Parks Corporation Yard Painting Projects – Director Burns reminded the Commission that the painting project needs to go out for public bid, therefore the Public Services Department/Engineering is taking the lead on that project and were hoping to finalize the painting project by early 2017. The City Park Restroom project is expected to be finished by June 2017.

9. EXCLUDED CONSENT: None.

- 10. ITEMS FROM STAFF:** Director Burns said that during the City Council meeting the previous week, the issue of a dog park came up and they are asking the Parks and Recreation Commission for suggestions on improvements specific to the Commodore dog park. She added that she would add it to the Commission's agenda in January. She also said that there would be an update on the City parks pathways project during the Commission's combined November and December meeting agenda.

11. PUBLIC COMMENT: None.

12. ITEMS FROM MEMBERS AND SUBCOMMITTEE REPORTS:

- a. Subcommittee Updates -
 - 1. Adopt-a-Park Program (Palmer, Gonzales) – Commissioner Gonzales let the Commission know that Girl Scout Brownie Troop # 62402 was planting some flower beds at Commodore Park as part of their Adopt-a-Park project. Commissioner Nigel said that the Bike and Pedestrian Committee members have shown interest in adopting the Crestmoor Canyon Pathway and Commissioner

- Gonzales requested a lead person get in contact with her.
2. Report from Commissioners - Commissioner Nigel said that he might be absent during the Commission's October meeting because he is due to receive a national award in St. Louis on that date. Commissioner Melendrez wanted to comment that he attended the September Flea Market and there seemed to be a lack of vendors and patrons attending. He also asked if the fee had increased from previous years. Director Burns replied that the fee had not changed and that the number of vendors had not declined but she would speak with staff about increasing promotion. Chair Palmer reminded the Commission that the City was hosting an appreciation dinner at the San Bruno Senior Center on Wednesday, September 28 and to please RSVP to the City Clerk as soon as possible. Chair Palmer also told the Commission that he will not be asking for a sub-committee for the Commission's annual review because he delivers the annual review and would like to write it. He will have it available for the Commission's review during their October meeting and will seek their input for it then.

13. **ADJOURNMENT:** With no other business to be conducted, **Chair Palmer** adjourned the meeting at 8:35 p.m.

Respectfully Submitted,

Ludmer Aker
Executive Assistant
City of San Bruno



COMMUNITY SERVICES DEPARTMENT

DATE: October 19, 2016

TO: Parks and Recreation Commission

FROM: Danielle Brewer, Community Services Superintendent

SUBJECT: Request from San Bruno Lowen Soccer for Use Temporary Lights at Crestmoor Soccer Fields Annually During the Months of November and December

BACKGROUND:

The Lowen Soccer organization is affiliated with the California Youth Soccer Association (CYSA) and is based in San Bruno. They are users of the Crestmoor soccer fields, Monte Verde Park, Lions Field and Parkside Middle School fields for their practices and games. The organization holds two seasons, fall and spring. The fall season runs from late July through the middle of December. The spring season runs from the middle of March through the end of June.

DISCUSSION:

Lowen uses Lions Field as often as it is available. However, Lions is the only field they have access to that has lights for evening use. Once the time change occurs in November, their time is very limited for practices due to the lack of lights. However, the Lowen Soccer organization has requested permission to use temporary lights at Crestmoor Field. The specifications for the proposed lights are attached to this report. The recommended lights are comparable to those used at Capuchino High School football field for the scheduled night games.

Lowen chose the Crestmoor field location for the lights because of the distance from a neighborhood. The lights will be placed at the upper field closest to the school and former basketball courts. There are no homes that will be directly affected by the lights. The lights will illuminate the fields without impacting the neighborhood. As this time of year has inclement weather, the chosen light standards are also stable in winds up to 65 mph. All cost associated with the lights shall be solely the responsibility of the Lowen Soccer organization.

Staff has examined the desired location for the lights and believes the locations is acceptable. The Commission's action would approve the lights on an annual basis during the months of November and December unless subsequent concerns are reported and the Commission and/or staff wishes to revisit the approval. Staff will provide a report if any issues arise that would warrant the Commission's reconsideration of the approval.

The Lowen Soccer association will be required to enter into a standard City agreement assuming all responsibility and liability associated with the lights.

FISCAL IMPACT:

None.

ATTACHMENTS:

Light Specifications

12 HP Kohler KDW 1003 Diesel, Tier IV (F) 6kW Generator, 120/240V

The perfect choice for illuminating construction sites, outdoor events or industrial applications. Four 1,000-watt metal halide lamps provide powerful illumination. A 12 HP Kohler/Lombardini diesel engine offers low maintenance, excellent fuel economy and reliable operations. Convenient external 120/240 AC Power receptacles support small equipment and hand tool operations.

- Metal halide lamps provide superior illumination, long life
- Illuminates 5-7 acres making it ideal for construction and industrial applications
- Mast extends up to 30 feet (9 meters) and rotates 360 degrees
- Stable in winds up to 65 mph (105 kph) with outriggers deployed
- A 12 HP Kohler/Lombardini diesel engine offers 64-hour run time at 3/4 load

Unit Specifications

Sound Level @ 23ft		73 dBA
Fuel Tank Capacity	30 gal	113 L
Run Time w/ 3/4 Load		64 hr
Ground Clearance	8 in	203 cm
Standard Hitch Type	2" Ball — Bolt-On	
Optional Hitch Types	29791 — Bolt-On Pintle Eye,	
	29720 — Adjustable Height	
	2"Ball Kit, 29721 — Adjustable Height Pintle Eye Kit	

Lighting Specifications

Floodlights	4 — 1000 watt Metal Halide	
Light Coverage	5 to 7 acres	
	2 to 2.8 hectares	
Lumens		440,000
Lamp Termination	4 x 3-pin QD Plug	

Tower Specifications

Max. Tower Height	32 ft	9.75 m
Tower Support Points		5
Wind Stability w/ Genset	65 mph	105 kph
Wind Stability w/o Genset	65 mph	105 kph
Winch Capacity	1,500 lb	680.4 kg
Winch Wire Size		3/16 in

Generator Specifications

Max. Generator Output	6,600W
Cont. Generator Output	6,600W
Voltage	6,600 V
Amperage	6,600 A
Receptacles	(1) 5-15R 120V GFCI Duplex
	(1) L14-30R 30A 125/230V Twist Lock



Staff Report

CITY OF SAN BRUNO

DATE: October 19, 2016

TO: Parks and Recreation Commission

FROM: Kerry Burns, Community Services Director

SUBJECT: Review and Develop Comments and Recommendations for City Council Consideration on the Florida Avenue Park Draft Master Plan

BACKGROUND:

In March 2015, the single family residence located at 324 Florida Avenue was purchased by the City for future use as a neighborhood park. The Fiscal Year 2016/17 Capital Improvement Program Budget allocates up to \$775,000 from the City's General Fund Capital Reserve and a grant from the San Bruno Community Foundations for the park's design and construction. Demolition and remediation of the property has commenced and is anticipated to be completed in early 2017. Over the past four months, City staff and representatives from the landscape architecture design firm hired by the City, MIG, Inc., have conducted an extensive neighborhood engagement process with the residents surrounding the future park. Their input has led to the completion of the Florida Avenue Park Draft Master Plan (attached).

In its advisory capacity to the City Council, the Commission is requested to provide its comments and recommendations to the City Council on the Draft Master Plan. This input will be delivered through a staff report presenting the Draft Master Plan to the City Council, scheduled for its next Regular Meeting on October 25, 2016. The Commission is requested to attend this City Council meeting to be available to answer questions from the City Council and provide its input on the Florida Avenue Park Draft Master Plan.

DISCUSSION:

San Bruno is known as the "City with a Heart." This is partially due to a unique urban design feature adjacent to the park site where homes were built along streets designed into two interlocking hearts. The park site located in this neighborhood at 324 Florida Avenue. The park site encompasses eight residential parcels and is approximately ½ acre in total land area. It is located in a relatively dense residential neighborhood which is currently underserved by park amenities.

A multi-step process of data collection, analysis, meeting facilitation, and design was commenced leading to the development of the Draft Master Plan. During the inventory and analysis phase, the park site was evaluated to assess conditions such as utility locations, features of the parcels including site conditions and views, traffic and pedestrian circulation into and around the park site, access points into the park site, locations of adjacent uses and neighbors and, existing patterns of activity in the areas surrounding the park site. This needs assessment included consideration of park design best practices and existing City of San Bruno park amenities and standards for other neighborhood parks throughout the community.

Following this initial evaluation, on June 22, 2016 and August 16, 2016, the neighborhood was invited to attend meetings to provide input on their preferred design and amenities for their

future neighborhood park. At the first meeting held on June 22, 2016, residents were asked to articulate their vision for the park and to share concerns regarding neighborhood impacts, safety and, maintenance. They were also asked for their preferences on placement of various park elements such as play areas and features for young children, teens and adults, social and gathering areas, spaces for solitude and quiet contemplation and, open space and natural elements. Residents were asked to develop a park design layout by placing color-coded pieces of paper on a site map which represented park features.

Between the first and second neighborhood meetings, a single concept plan was developed for the park. At the second neighborhood meeting the concept plan was introduced. Meeting participants were very pleased with the concept and expressed an interest in seeing the park constructed in a manner consistent with the concept plan presented at the second meeting held on August 16, 2016.

Following the neighborhood meetings, the final Draft Master Plan was developed and placed on the City's website. A letter was sent to all neighborhood residents inviting further review and input to City staff. This process is currently underway and will conclude on October 18, 2016.

The Florida Avenue Park Draft Master Plan was developed through this multi-step process outlined above. The Draft Master Plan includes the following features:

- Park entrance with signage, seating, heritage trees and scored tone paving;
- Community grove of small, proportionally sized, flowering trees, with fully accessible crushed stone paving;
- Neighborhood square with scored tone paving, seating, picnic tables and, shade from trees;
- Children's "room" or play area with play equipment, rubberized play surfacing, seating, and play equipment;
- Adult exercise features including a cardio course, multi-generational play equipment and, space for sports activities including potentially a half basketball court;
- New mature trees per the City's standards and preservation of two on-site mature heritage trees;
- Urban woodlands with low evergreen ground cover and multi-trunk native trees;
- Pedestrian paths with seating and scored ton paving; and,
- Great Lawn area with turf or drought tolerant grass.

In summary, the Draft Master Plan defines spaces for play, socializing and includes open space and natural elements. The park will serve as a neighborhood focal point. As such, it was important to the neighborhood that design elements not be included which would make it a destination park. To preserve its role as a neighborhood park, amenities such as barbeques and dog park features were deliberately not included.

Commissioners Alex Melendrez and Michael Salazar were appointed to serve as a Commission subcommittee on the design and construction of the Florida Avenue Park. They were both in attendance at the neighborhood meetings and had an opportunity to hear first-hand input from the neighborhood.

FISCAL IMPACT:

Action on the Draft Master Plan has no associated fiscal impact. At this conceptual stage, it is estimated the construction cost for the park will be approximately \$732,251. During the design phase, these costs will become more firm. At this time, this cost exceeds the budget by approximately \$55,000. Through the next stage of the park planning process, specific finishes, materials, elements and, equipment will be determined. This process will produce a more refined cost estimate for the park's construction. Future meetings regarding the details of the park design with the neighborhood and Parks and Recreation Commission will occur at the 60 percent and 90 percent design drawing phase prior to the project going out for construction bids.

ATTACHMENTS:

Florida Avenue Park Draft Master Plan